

Records Management

DESCRIPTION OF MAJOR SERVICES

Records Management is responsible for storage of inactive records and their eventual destruction. This division relocates inactive files from county departments into a central storage facility, where the files are maintained and made accessible to user departments upon request. The division also identifies records eligible for destruction based on schedules established by the owning agency.

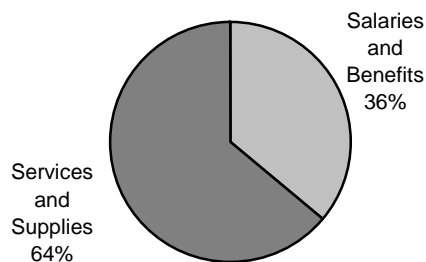
The Records Management budget is an Internal Service Fund (ISF). As an ISF any unrestricted net assets available at the end of a fiscal year are carried over to the next fiscal year and are used as working capital and for replacement of fixed assets. Any excess or shortage is incorporated into the rate structure.

BUDGET AND WORKLOAD HISTORY

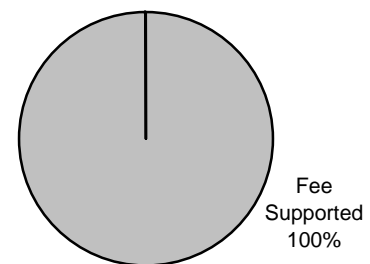
	Actual 2002-03	Budget 2003-04	Actual 2003-04	Final 2004-05
Total Appropriation	220,275	133,772	113,142	146,009
Departmental Revenue	118,331	133,865	138,378	173,349
Revenue Over/(Under) Expense	(101,944)	93	25,236	27,340
Budgeted Staffing		2.0		1.0
Fixed Assets	-	-	-	-
Unrestricted Net Assets Available at Year End	46,157		(2,283)	
Workload Indicators				
Shredding/Reams	37,419	26,700	-	-
Storage Cubic Feet	32,531	33,010	33,268	32,648

In Accordance with Section 29009 of the State Government Code, the entire unreserved fund balance must be appropriated each year. Accordingly, estimated appropriations in this budget unit are less than budgeted. The amount not expended is carried over to the subsequent year's budget.

2004-05 BREAKDOWN BY EXPENDITURE AUTHORITY



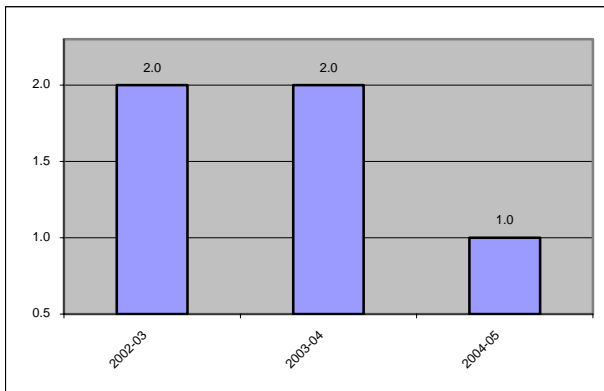
2004-05 BREAKDOWN BY FINANCING SOURCE



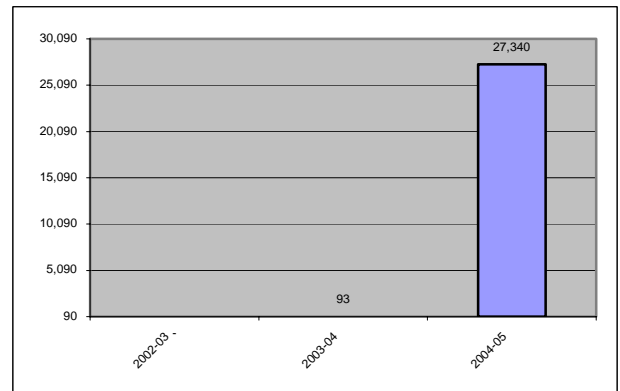
This budget is expected to increase unrestricted net assets by \$27,340.



2004-05 STAFFING TREND CHART



2004-05 REVENUE OVER/(UNDER) TREND CHART



GROUP: Fiscal
 DEPARTMENT: Auditor/Controller-Recorder
 FUND: Records Management

BUDGET UNIT: IRM ACR
 FUNCTION: General
 ACTIVITY: Finance

	2003-04 Actuals	2003-04 Approved Budget	2004-05 Board Approved Base Budget	2004-05 Board Approved Changes to Base Budget	2004-05 Final Budget
Appropriation					
Salaries and Benefits	86,888	102,448	110,008	(57,470)	52,538
Services and Supplies	81,438	81,456	81,456	11,632	93,088
Transfers	347	347	347	36	383
Total Exp Authority	168,673	184,251	191,811	(45,802)	146,009
Reimbursements	(55,531)	(50,479)	(50,479)	50,479	-
Total Appropriation	113,142	133,772	141,332	4,677	146,009
Departmental Revenue					
Current Services	138,378	133,865	175,672	(2,323)	173,349
Total Revenue	138,378	133,865	175,672	(2,323)	173,349
Revenue Over/(Under) Exp	25,236	93	34,340	(7,000)	27,340
Budgeted Staffing		2.0	2.0	(1.0)	1.0

DEPARTMENT: Auditor/Controller-Recorder
 FUND: Records Management
 BUDGET UNIT: IRM ACR

SCHEDULE A

MAJOR CHANGES TO THE BUDGET

	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
2003-04 FINAL BUDGET	2.0	133,772	133,865	93
Cost to Maintain Current Program Services				
Salaries and Benefits Adjustments	-	7,560	-	(7,560)
Internal Service Fund Adjustments	-	-	-	-
Prop 172	-	-	-	-
Other Required Adjustments	-	-	-	-
Subtotal	-	7,560	-	(7,560)
Board Approved Adjustments During 2003-04				
30% Spend Down Plan	-	-	-	-
Mid-Year Board Items	-	-	41,807	41,807
Subtotal	-	-	41,807	41,807
Impacts Due to State Budget Cuts	-	-	-	-
TOTAL BOARD APPROVED BASE BUDGET	2.0	141,332	175,672	34,340
Board Approved Changes to Base Budget	(1.0)	4,677	(2,323)	(7,000)
TOTAL 2004-05 FINAL BUDGET	1.0	146,009	173,349	27,340



DEPARTMENT: Auditor/Controller-Recorder
 FUND: Records Management
 BUDGET UNIT: IRM ACR

SCHEDULE B

BOARD APPROVED CHANGES TO BASE BUDGET

Brief Description of Board Approved Changes	Budgeted Staffing	Appropriation	Departmental Revenue	Revenue Over/ (Under) Exp
1. Salaries and Benefits Move funding for 1.0 Records Management (IRM) Supervisor from IRM to Auditor/Controller-Recorder (ACR). By moving this position to ACR allows it to managed more effectively.	(1.0)	(57,470)	-	57,470
2. Services and Supplies Increase in ISF communication charges, property insurance, general office expenses and Cowcap.	-	11,632	-	(11,632)
3. Increase Transfers Due to increase in EHAP charges.	-	36	-	(36)
4. Decrease in Current Services Estimated revenue is coming in lower than Budgeted Amount.	-	-	(2,323)	(2,323)
5. Reimbursement Last budget year this reimbursement was to fund the Records Management Supervisor position for salary and benefits. This position is now transferred to ACR to better manage the full scope of duties.	-	50,479	-	(50,479)
Total	(1.0)	4,677	(2,323)	(7,000)

